



REQUEST FOR PROPOSALS (RFP)  
MICRO-GRANTS FOR FOOD SECURITY PROGRAM  
GUAM DEPARTMENT OF AGRICULTURE | USDA

Fiscal Year 2021  
Funding Opportunity Number: USDA-AMS-TM-MGFSP-G-20-0010  
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**OVERVIEW:** The Guam Department of Agriculture (DOAG) Micro-Grants for Food Security Program (MGFSP) assists eligible farmers to increase the quantity and quality of locally grown food in food insecure communities through small-scale gardening, herding, and livestock operations by competitively distributing subawards to eligible entities. \$117,673.80 available for this program. Grant recipients have up to 36 months to complete their projects.

**FUNDING:** Guam Department of Agriculture allocated \$117,673.80 for the 2021 Micro-Grants for Food Security Program (MGFSP). MGFSP provides opportunities for Guam-based individuals and organizations, commodity associations, agricultural cooperatives, producer groups, and other non-profit organizations related to agriculture to engage in activities that will increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities.

The Micro-Grants for Food Security Program (MGFSP) is authorized by section 4206 of the Agriculture Improvement Act of 2018 (Public Law 115—343), (7 U.S.C. § 7518).

**ELIGIBLE ENTITIES:** Eligible entities must be physically located in Guam. Eligible entities are:

- Individuals;
- Indian tribes or tribal organizations;
- Non Profit organizations that are engaged in increasing food security, including—
  - Religious organizations;
  - Food banks; or
  - Food pantries;
- Federally funded educational facilities, including—
  - Head Start programs or an Early Head Start programs; o
  - Public elementary schools or public secondary schools; o
  - Public institutions of higher education;
  - Tribal Colleges or Universities;
  - Job training programs; or
- Local or Tribal governments that may not levy local taxes under State or Federal law.

Definitions for “*food bank*” and “*food pantry*” that can be used for this program:

- **Food Bank** (7 CFR 251.3(f)): means a public or charitable institution that maintains an established operation involving the provision of food or edible commodities, or the products of food or edible commodities, to food pantries, soup kitchens, hunger relief centers, or other food or feeding centers that, as an integral part of their normal activities, provide meals or food to feed needy persons on a regular basis.
- **Food Pantry** (7 CFR 251.3(g)): means a public or private nonprofit organization that distributes food to low-income and unemployed households, including food from sources other than the Department of Agriculture, to relieve situations of emergency and distress.

Priority consideration for eligible farmers who:

- Have not previously received a subaward under this program; or
- Are in a community or region in that state with the highest degree of food insecurity.

Definition of food insecurity may be found on the USDA Economic Research Service (ERS) website at <https://www.ers.usda.gov/>

Farmer applicants **must** be a Bona Fide Farmer’s Certificate holder.

All eligible entities applying for funding must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B):

<https://fedgov.dnb.com/webform>

There are two types of competitive grants:

1. Individuals (farmers, ranchers, producers, home gardeners) may apply for a maximum \$5,000 per year for a maximum three years.

2. Organizations (Religious Organizations, Food Bank, Food Pantry, Federally funded education facility) – Maximum \$10,000 per year for a maximum of three years.

An individual can apply either as an individual or as part of another proposal with two or more eligible entities or as part of an organization, however, an individual or organization, when part of an application, is encouraged to submit no more than one application as awards will be limited to one per individual or organization.

The terms of the grant provides for purchase of small-scale gardening, herding and expanding access to food items. The rules can be found here: Title 7 Ch.102 §7518 <https://uscode.house.gov>

**ELIGIBLE ACTIVITIES:** Eligible applicants must engage in activities that will increase the quantity and quality of locally grown food for food insecure individuals, families, neighborhoods, and communities. Activities may include:

- *Small-Scale Gardening*

An eligible entity may use funds to purchase gardening tools or equipment, soil, soil amendments, seeds, plants, canning equipment, refrigeration, or other items necessary to grow and store food. Additionally, funds may be used for the purchase or assembly of composting units and towers designed to grow leafy greens. This includes activities associated with extending the growing season, as well as starting or expanding hydroponic and aeroponic farming.

An eligible entity may also use funds to expand an area under cultivation or engage in other activities necessary to be eligible to apply for funding under the USDA's Natural Resources and Conservation Service's Environmental Quality Incentives Program (EQIP) for a high tunnel.

- *Small-Scale Herding and Livestock Operations*

An eligible entity may use funds to purchase animals as well as buy, erect, or repair fencing for livestock, poultry, or reindeer. It may also fund activities or supplies associated with setting up or equipping a slaughter and processing facility, including purchasing mobile slaughterhouses.

- *Expanding Access to Food and Knowledge of Food Security*  
An eligible entity may use funds to create or expand avenues for the sale of food commodities, specialty crops, and meats that are grown by the eligible entity for sale in the local community, or increase the availability of fresh, locally grown, and nutritious food. This includes paying for shipping of purchased items related to growing or raising food for local consumption or purchase.

## **Proposal Submission**

1. Clearly state your objectives and timeline.
2. Obtain a DUNS number. All entities applying for funding must have a Data Universal Numbering System (DUNS) number.  
<https://fedgov.dnb.com/webform>
3. Identify a need that will increase the quantity and quality of the farmer's commodities.
4. Demonstrate a clearly defined proposal budget that is applicable to the awarded funds.
5. Proposal Format: Your proposal should include all of the following elements in order to receive full consideration:
  - Signed and Dated Cover Letter: The cover letter should briefly summarize the proposal and be signed by an Authorized Representative of the applicant organization.  
Cover letters should be addressed to:  
Jathan Muña-Barnes  
Agriculturalist III  
Agricultural Development Services (ADS)  
163 Dairy Rd. Mangilao, Guam 96913
  - Project Proposal
  - Budget
  - Budget Description and Justification

## **Submission Requirements**

1. **Project Proposal**
  - Summary (limited to 250 words) A clear and concise summary is important for the review process. The summary should include a brief description of the problem or need and the creative approach to solving it.
  - Mailed proposals should be printed single-sided.

- To make the process fair to all applicants, reviewers will base evaluations only on information contained in the proposal. Listing informational websites or attaching brochures is discouraged. It's best to explain the concept in the proposal.
- Proposals that are typed should use a font no smaller than 12-point.

2. **Budget:** Show the amount of grant funds you intend to spend on each item. Grant recipients are paid for actual project expenses.

3. **Budget Description and Justification:** Provide a detailed budget and budget justification that are appropriate to the proposed project. Use accurate figures, rounded to the nearest dollar, and include a brief explanation of how each item listed in your budget relates to your project. Show your math. For example: Weighing produce for yield comparison. 6 hrs. x \$20/hr. = \$120.

4. **MGFSP Project Narrative Form** (form attached): The Micro-Grants for Food Security Program (MGFSP) requires that the eligible applicants submit a project narrative form that details the necessary information to fulfill the goals and objectives of each project.

### **Cost Sharing and Matching**

- **Matching funds.** Eligible entities provide funds equal to 10 percent of the amount received under the subaward. In-kind contributions, while encouraged, do not count toward the fulfillment of this requirement. The eligible applicants must follow their own policies and procedures for ensuring the cash match.
- **Personnel Costs.** Use this category for farmer/rancher labor and hired labor. In the budget description, include the name of each project participant and how they will contribute to the grant project. Provide an estimate of the amount of labor and the cost for each participant being paid with grant funds. Personnel costs can make up most, or all, of the budget but if they do, explain why so reviewers understand why personnel costs (and not supplies, outreach, etc.) are essential to carry out your project. Include everyone who will participate even if they will not receive grant funds. If the participants are not being paid with grant

funds, include their name and role, and list \$0 for the grant funds request.

- **Other Direct Costs.** Use for consultants and service providers. Also use this category for communications, photocopying, conferences-meetings-workshops, speaker/trainer fees, fee for service/stipends, equipment rental, land-use charges, and fabrication of equipment.
- **Cost sharing** for the required match must be in the form of allowable direct costs. Refer to 2 CFR § 200.306 for additional Federal requirements and definitions, including the basis for determining the value of cash and in-kind contributions.

### **Proposal Evaluation**

All proposals will undergo a competitive Review Process to select the prospective participants for the Micro-Grants for Food Security Program (MGFSP). Each proposal will be evaluated and scored based upon a point and rank system – evaluated by a panel of 3 members, who are not affiliated with Guam Department of Agriculture’s Division of Agricultural Development Services. The panel members are technical experts not directly affiliated with the agriculture community but have vast experience with high quality grant proposal submissions and management. Applications with the highest scores will be selected for the program. The weight of each criterion is shown in parentheses.

1. Project leader or Team (10%)
  - Does the project leader have the skills, background, and experience to successfully carry out the program?
2. Project Design (40%)
  - Is there a well-thought-out, detailed plan to increase the quantity and quality of locally grown food commodities in food insecure communities?
  - Are there clear objectives with specific and appropriate activities, materials, and methods?
  - Is there an appropriate timeline?
3. Contribution to the growth of sustainable agriculture (15%)
  - Does the project build on and add to existing sustainable agriculture knowledge?



- Does the project have the potential to help farmers and ranchers produce positive environmental, economic, and social impacts?

#### 4. Evaluation (10%)

- Is there an effective plan to measure benefits and impacts of the project?
- What will be measured and how will it be measured to determine if there are environmental, economic, and/or social (family/community) benefits from your project?

#### 5. Appropriate budget (25%)

- Are grant funds used for project expenses only?  
Do budget justifications explain how items will be used in the project?

**WHAT TO EXPECT:** If your proposal is funded and you accept the grant, you agree to the following:

- Return signed contract to Guam Department of Agriculture, Agricultural Development Services (ADS) Division.
- During the project, you may receive an on-site visit from ADS representatives.
- Grant recipients must submit a progress report and progress report budget by January 31, 2022.
- At the end of the project, on or before January 31, 2024, grant recipients must submit: 1) final report; 2) final budget showing how funds were spent.
- Concerning the budget, grant recipients: 1) will only be reimbursed for actual expenses incurred after the initial funding date; 2) must submit a final report and a final budget documenting the project expenditures before DOAG will release final payment; 3) will have a 1099 form automatically filed with the IRS with each payment for tax reporting purposes; and 4) must retain receipts for project expenditures for a period of three years.
- Funds will be disbursed as follows: Grant recipients receive 50% of the grant to start their project. They receive an additional 35% after

submitting a satisfactory progress report, and they receive the remaining 15% upon completion of the project. The final payment is a reimbursement.

**Proposal Submission:** Proposals must be prepared and submitted by the grant applicant to the Guam Department of Agriculture's Division of Agricultural Development Services in person.

**Decision Timeframe:** Depending on the number of project proposals, awardees and non-awardees should hear feedback within ninety (90) days.

**Proposals are due by 5 p.m. CHST – April 30, 2021**

Grant recipients must follow the applicable procurement procedures contained in 2 CFR 200 when procuring services and goods under USDA grants. Please note that USDA must ensure that funded projects are in compliance with the National Environmental Policy Act and other applicable environmental laws and regulations. Therefore, please factor the cost of compliance into the formulation of your request.

**Agency Contacts:**

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